

CM Information Resources Management Team (CM IRMT)
Meeting Minutes
1:15 – 3:30 p.m., May 29, 2002
Portals Building, ACM-1 Conference Room

Attendees

Name	Organization	Phone Number
Jane Austin	ACM-20/SETAII	202-548-5262
Diana Artemis	ACM-20/SETAII	202-548-5517
Bob Bostiga	ACM-20	202-358-5286
Kachelia Brown	AUA-400/TAC	202-314-1297
Tracy Chamberlain	GTW-SMO	314-890-4642
Pat Conner	AOS-530	609-485-6908
Allen Dames	AUA-400	202-493-0044
Thai Dang	ACM-20	202-358-5188
Tony Eaton	ACM-20/SETAII	202 548-5588
Bill Eggleston	AOP/NISC	202-646-2361
George Francis	AOS-200	405-954-9189
Lewis Gaston	AIO-300	202-493-5271
Chuck Gould	AND-402	202-267-3154
David Hays	AML-30	405-954-7926
Donald Helbringer	AOP-100	703-925-3017
Avdesh Kaushiva	ACM-20	202-358-5569
Pat Lewis	AOP-1000	202-267-8634
Kathy Pearson	AUA-TAC	703-925-3188
John Penhaker	ATB/AUA TAC	202-314-1380
Paul Simon	ACB-820	609-485-6258
John Steele	AFZ-700	202-267-3843
Mojdeh Supola	ASD-100/SETAII	202-646-5833
John Thomas	ACM-20/SETAII	202-548-5537
Carol Uri	ASD-100	202-358-5117
Georgia Van Pelt	ANM-470	425-227-2519
Cecil West	ASO-471/NISC	404-305-6563
James Winbush	ACM-20	202-358-5461
Tena Woods	AOS-200	405-954-5122
Darrell Wyrick	ACM-20	202-358-5334

Minutes

Opening Remarks

Bob Bostiga, ACM-20, initiated this session of the CM IRMT meeting, by recapping issues raised at a recent Regional CM telecon regarding request for modification completion information and associated issues. The focus of this CM IRMT centered on the information management aspects of CCD closure and the status of near future source of that information. Bob Bostiga then introduced Donald Helbringer, AOP-100, who presented the NAS Mod Tracking briefing.

Discussion Items

NAS Modification Tracking

The NAS Modification Tracking brief provided a detailed overview of the primary objectives, achievements, and on-going/future initiatives and plans. One of the achievements detailed was the implementation of the National Modification Tracking System (NMTS) web portals into MMS LEM data, which can be accessed via AOP-100 web page: <http://aftechnet.faa.gov>. Additionally, the mechanism to receive advance notification of “just released” modifications (National Modification Indexing) by AOS-200 and AOS-530 has been completed. Information presented will be made available on the National Modification Tracking System application on AFTechNet.

At the conclusion of the brief, Bob Bostiga opened the floor for questions or issues.

Questions/Issues

Issue	Response
Tracking and monitoring of modification status needs to be done. Who is/will be responsible for this activity?	AOP-1 has requested the policy and procedures detailing responsibility. This issue is to be worked in the June 2002 timeframe. Formal guidance on modifications will likely be provided.
Will there be a formal announcement regarding frontloading of data and instructions for technical personnel on where to look and what to do?	A memorandum has been drafted by AOS-21 and will be coordinated through AOP. The 470s will be briefed before release. No instructions will be provided. The focus of the data to be frontloaded will be hardware and software. Page change data still needs to be discussed and will be addressed at a later time.
Have security issues pertinent to FAA order 1370 series released by AIO arisen/been addressed?	All Mod data is behind the FAA firewall (Intranet). At one point, everything in the National Modification Indexing had external links. All those links have since been cleaned up.
What is meant by multiple CCD entries?	Some modifications address related changes associated with several CCDs and are included in the modification release. Additionally, CCDs can sometimes require more than one modification to address the change.
Will modification data be imported into the National Data Center?	This is yet to be determined. The interest at this time is in a meta data repository.
AfTechNet Report Generation Screen 1: Would mods be tracked only by CCD? Or can they be tracked by Organization and/or CCB?	Report generation can be customized using multiple data items including organization, CCB, facility etc. A CCD field will be added to the report generation screen to enable search on CCDs. A requirement to map mod data to CIs needs to be addressed.

AfTechNet Report generation Screen 2: There appears to be inconsistencies in the data capture for EEMs/SSMs. SSMs and incomplete/invalid Order numbers are found in Order Number field.	Data capture issues will be rectified.
Will Technical Instruction Books and Maintenance Handbooks be frontloaded?	Only hardware and software data will be loaded. Page changes will be addressed at a later time.
Will this be part of the pb-ICE initiative (reference NDC/Management Report)?	NDC to be used as a data warehouse, which can be accessed by different sources. For modification data, only business/administrative data is planned for inclusion. However, it should be noted that pb-ICE is currently on hold pending resolution of funding issues.
Why doesn't an office at HQ generate the quarterly reports if the data is accessible by anyone through a web application?	By requiring that the quarterly reports be provided through the AXX-400 to AOP-1, AOS-1, and ACM-1, it will be necessary for regional personnel to review the status of modifications in order to prepare the report.
Not all modifications appear in the mod index, therefore, the first line of defense is regular mail. Will there be a point where users can be assured that all mods appear on the mod index? If so, when?	The process for inputting mods into the mod index is currently being automated. This will enable near 100% capture in the mod index. This will also include the capability to issue official notification of modification release via email.
Define LEM and SAL. (Definitions/SOPs are available on the AOS-530 website and with the AOS-200 briefing.)	LEM is Equipment Modification Log which is an application residing on the MMS SAL is Simplified Automated Logging, which is a "windows-like" front-end to MMS which resides on technicians' laptops/MDTs.
How will (LEM) records be opened?	Records should be opened for each affected site.
When will ACM declare a mod closed?	When mod completion is 100%
NOTE: Pb-ICE on hold at Phase III	

Action Items

ACTION	ACTIONEE/DUE DATE
Add CCD field to AFTECHNET report Generation screen 1	Don Helbringer, AOP-100
Brief to AOP-500 (Jim Burton) on security issues, if a review of 1370.82 indicates a briefing is necessary.	Don Helbringer, AOP-100
Provide URL for pb-ICE to AOP-100.	Bob Bostiga, ACM-20. URL will be issued with the CM IRMT minutes. John Penhaker (AUA-TAC) will also provide a pb-ICE briefing to Bob to distribute to the CM IRMT members.

Conclusion

The CM IRMT session wrapped up with the three action items listed above. The next CM IRMT meeting will be scheduled at a later time. The meeting announcement/agenda will be issued prior to the meeting date.